

SCHOOL BOARD BYLAWS

Board Minutes and Recording VotesA. Generally

The minutes of the actions and deliberations of the school board shall be kept by the clerk. These minutes shall be a permanent record of the division. The minutes shall become official minutes upon the approval of the board and shall be maintained in the safekeeping of the clerk who shall see that they are available for general public examination during the hours that the office is open.

B. Content and Style

In content and style, the official minutes shall be as brief and simple as possible and still retain the essential facts of each meeting. A record of all motions and amendments thereto which are offered, the disposition thereof and the vote thereon, shall be recorded. All matters required by law, schedules of accounts and bills acted upon and approved by the board shall be properly recorded.

A record of all persons making presentations and the subject of their presentation shall be noted. All items not specifically noted here but required by law or recommended by auditors or by the opinions of the attorney general's offices, shall be recorded.

C. Procedures for Approval

Taking of the minutes shall be the responsibility of the clerk and/or deputy clerk. Following proper editing, these unofficial minutes shall be sent to board members prior to the next regular board meeting.

D. Recording of Vote

The official vote on all decisions that are unanimous decisions shall be recorded in the official minutes by the clerk, as such. In case of a split vote, a roll call shall be recorded.

Legal Reference: (1980)

Code of Va., § 22.1-74. Minutes of meetings.—"The minutes of all school board meetings shall be signed by the chairman and clerk."

Adopted by School Board: March 24, 1987